



**TOWN OF UXBRIDGE  
BOARD OF SELECTMEN**  
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**Jill R. Myers  
Town Manager**

**MEMORANDUM**

**TO:** Honorable Board of Selectmen

**FROM:** Jill R. Myers, Town Manager

**DATE:** January 19, 2007

**SUBJECT:** Town Manager's Report for the BOS Meeting of January 22, 2007

**DEPARTMENT HEAD MEETING ON 1/18/07**

On 1/18/07, the Department Heads and I held a meeting to discuss FY08 (Municipal) budget requests received, fiscal challenges/impacts, and issues such as limited revenues and growing costs for services. We discussed centralized services/purchasing, grant writing coordination, and the need to review user fees. The School Superintendent also attended. It was a very productive discussion and we will reconvene the group on February 1 to brainstorm ideas/solutions after meetings with the Department Heads to refine/reduce budget requests.

**FY08 BUDGET PREVIEW FOLLOW-UP**

On 1/19/07, I invited the Chairman of the BOS, School Committee, and Finance Committee along with the School Superintendent, School Business Manager, and Finance Director to meet to discuss the projected limitations of the FY08 budget which will be very challenging Town wide. This was done in follow-up to the 9/30 budget preview in which such follow-up meeting was encouraged. Discussion included how to balance the service needs with the limited increases in revenues. We will convene again after the next Department Head meeting.

**BOS OFFICE STAFFING**

As you are aware, Joe Smith has given his notice as he has accepted a position at Suffolk University where he is currently enrolled, pursuing is MA degree in Public Administration. We are currently recruiting to replace Joe. His official last day will be January 26<sup>th</sup>, but he has agreed to provide some vacation coverage the following week and take minutes for the BOS meeting of 2/12/07.

**MMA CONFERENCE**

Uxbridge was well represented at the conference, and we heard first hand from the Governor who said that he would not cut local aid for FY07 to balance the current state deficit. We were able to coordinate attendance at most sessions between Chairman Woods, Selectman Kuros,

Finance Director, and me. The Town Clerk and Fire Chief were also present on Saturday representing professional and educational associations. Hand-outs are available in the TM office.

### **HAPPY HOLLOW SCHOOLHOUSE**

I attended the meeting on 1/17 along with Selectman Stack. Items discussed/requested of the Town included a request to DPW to place a tarp to be provided by the Son's of the Union Veterans over the roof of the school house (DPW Supt. generously agreed); inquiries about insurance coverage for the building; request to meet with Mr. Redding of the Trustees to inquire about donations, and the upcoming survey of the building.

### **PROCUREMENTS:**

The RFP for the Douglas Street property sale has been issued. Responses are due on 2/19; site walk will occur on 1/30.

Ambulance bids are due on 2/21.

Town Counsel Contract/Appointment Letter: I have been in contact with Town Counsel since September inquiring about a contract for services. The retainer arrangement was a cost-saving measurer negotiated after receipt of the RFP, and the terms for such services/fees were documented informally in emails that were provided to the BOS during the appointment process. The retainer had been implemented upon the BOS appointment. The final documentation/contract had been pending receipt from Town Counsel. I had spoken with Attorney Connolly since September, and Attorney Leonard Kopelman - most recently on 1/19 with Chairman Woods, and he said he would have a contract to us by 1/22. He noted that he does not have contracts with other municipalities, but will provide us one.

### **EXPEDITED PERMITTING – TECHNICAL ASSISTANCE GRANT:**

I am working on the grant submittal and plan to have it completed by 1/31, although no due date has been specified. An article about Uxbridge was in the MMA Beacon and I am speaking to a Planner's Forum at CMRPC on 1/31 along with the Worcester Director of Economic Development.

### **MUNICIPALITIES ORGANIZED FOR REGIONAL EFFECTIVENESS ("MORE"), A SUBSIDIARY OF CMRPC:**

I was nominated by my fellow Town Manager's/Administrators of 20 central MA Towns and the City of Worcester to serve as the President of MORE. Uxbridge has been a member of MORE since 2000 +/-, but MORE has been dormant since 2003. MORE recently aligned with the CMRPC, following a model of the Metrowest and Boston Planning Councils (MAPC), and re-established the organization. The Town will reap the benefits of joint purchasing and collaboration/cost-sharing on State mandates affecting municipalities. It will also serve to brand the Central MA/BV area for economic development activities and partnerships.